



SHERYL L. SPILLER  
Director

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

23 March 26, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors

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March 26, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE NINE-MONTH EXTENSION OF FOUR GENERAL RELIEF  
OPPORTUNITIES FOR WORK ORIENTATION, RAPID EMPLOYMENT AND PROMOTION AND  
JOB SKILLS PREPARATION CLASS SERVICES CONTRACTS  
(ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

The Department of Public Social Services (DPSS) continues to require the services of contractors to provide General Relief Opportunities for Work (GROW) Orientation, Rapid Employment and Promotion and Job Skills Preparation Class Services (GROW Job Services) to the County's General Relief Program participants. These services assist participants in obtaining employment. DPSS recommends that the County extend these contracts for nine months to allow for a competitive solicitation.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DPSS or her designee to prepare and execute contract amendments, in substantially similar form as Enclosure I, with four current GROW Job Services contractors for the amounts indicated on Enclosure II. The amendments extend the term of the contracts on a month-to-month basis not to exceed a period of nine months from April 1, 2013 through December 31, 2013, at an estimated maximum cost of \$4,163,805 including \$90,000 in possible bonuses. The estimated cost will be partially offset by federal funds allocated for the CalFresh Employment and Training (CFET) program.
2. Delegate authority to the Director of DPSS or her designee to negotiate with and amend the contracts with remaining contractors, to assume service site responsibilities of terminated contractors and increase contract amounts accordingly.

3. Delegate authority to the Director of DPSS or her designee to prepare and sign amendments to each contract to add any relevant updated terms and conditions and that result in any increase, or decrease of no more than ten percent of the original contract amounts when the change is necessitated by additional and necessary services that are required in order to comply with changes in federal, State, or County requirements. The approval of County Counsel will be obtained prior to executing such amendments.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will allow DPSS to continue to provide vital job services to the County's GROW Program participants to help them obtain jobs and achieve self-sufficiency. Additionally, the recommended action will also provide an additional nine months of savings from the Board's 2009 Extension/Reduction Initiative. At that time, the GROW Contractors agreed to reduction in payments ranging from five to seven percent. The Department estimates savings from the recommended nine months extensions to be \$273,264. The extension of the contracts is further necessary to complete a competitive solicitation for the services.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #1 – Operational Effectiveness: Maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The total cost of the extension for the four GROW Job Services contracts for the full nine-month period is \$4,946,832, which includes \$783,027 for the three additional service sites and a \$90,000 maximum bonus amount (\$22,500 per agency where applicable). These costs are partially offset by federal revenue allocated for the CFET Program. The CFET revenue is estimated at \$2,245,862. The remaining funding will be net County cost (NCC). The NCC is estimated at \$2,700,970.

Funding for the contract extensions is included in the Department's Fiscal Year (FY) 2012-13 and FY 2013-14 Budgets.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The current contracts for these services expire on March 31, 2013. The recommended contract amendments will extend the four contracts for the same monthly fees. The contracts with LACOE include provisions to adjust payments based on actual expenses incurred.

County Counsel has reviewed this Board letter. The contract amendments have been approved as to form by County Counsel. For these contracts, the contractors are in compliance with County (Board, Chief Executive Office and County Counsel) requirements.

### **CONTRACTING PROCESS**

The GROW Job Services contracts were awarded in 2006 as a result of a Request for Proposal process. The contracts began on July 1, 2006, with an expiration date of June 30, 2009, and

amended to extend for six months. Subsequently, the contracts were extended through December 31, 2011 under the Board of Supervisors' Extension/Reduction Initiative. The contracts were extended through June 30, 2012 to align the expiration dates of the GROW Contracts with the expiration date of the Greater Avenues for Independence (GAIN) and Refugee Employment (REP) Job Service Contract, in order to procure GROW, GAIN and REP Job Services in a single solicitation. Due to the cost savings from extending the GROW Job Services Contracts and other factors, it was determined not to pursue this option. Subsequently, the GROW Contracts were extended for nine months through March 31, 2013.

The new contract extensions are needed due to programmatic changes to the GROW program. California Department of Social Services (CDSS) approved the extension of these contracts for an additional nine months.

### **CONTRACT PERFORMANCE**

Monitoring for the GROW Job Services contracts is performed on a quarterly basis. Based on the monitoring results for the period of July 1, 2012 through September 30, 2012, overall, the contractors are in compliance with the contract requirements.

The expected performance outcome for these contracts is to prepare Los Angeles County GROW participants to seek and obtain unsubsidized employment. Despite the increased competition for available jobs due to the poor economy, the GROW contractors continue to meet the contractually prescribed job placement goals.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended action will permit the uninterrupted provision of job services to GROW participants. The recommended action will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

### **CONCLUSION**

Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the Department of Public Social Services.

The Honorable Board of Supervisors

3/26/2013

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Respectfully submitted,

A handwritten signature in black ink, reading "Sheryl L. Spiller". The signature is written in a cursive, flowing style.

SHERYL L. SPILLER

Director

SLS:mpb

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Deputy Chief Executive Officer

**AMENDMENT NUMBER SEVEN  
TO THE CONTRACT BY AND BETWEEN  
THE COUNTY OF LOS ANGELES AND**

**TO PROVIDE  
GENERAL RELIEF OPPORTUNITIES FOR WORK ORIENTATION, RAPID EMPLOYMENT  
AND PROMOTION AND JOB SKILLS PREPARATION CLASS SERVICES**

Reference is made to the Agreement entitled "General Relief Opportunities for Work Orientation, Rapid Employment and Promotion and Job Skills Preparation Class Services Contract by and between \_\_\_\_\_ (CONTRACTOR) and the County of Los Angeles (COUNTY)" dated June 29, 2006, Amendment One, dated June 22, 2009, Amendment Two dated December 30, 2009, Amendment Three dated July 5, 2011, Amendment Four, dated July 14, 2011, Amendment Five, dated December 19, 2011, and Amendment Six, dated June 28, 2012 further identified as County Contract Number CMD \_\_\_\_-06 (all hereinafter referred to as "Contract").

WHEREAS, Section 17000.6, subdivision (f), of the Welfare and Institutions Code permits counties to continue the General Relief Mandate relief grant level if they provide a mandatory Welfare-to-Work program equivalent to that provided to CalWORKs recipients; and

WHEREAS, this Contract is further authorized by California Government Code Section 26227 and 31000, Welfare and Institutions Code, Section 11320 et. seq.; and

WHEREAS, CONTRACTOR desires to provide the General Relief Opportunities for Work (GROW) Program and is qualified by reason of experience, preparation, organization, staffing, and facilities to provide the required GROW services; and

WHEREAS, it is to the mutual benefit of COUNTY and CONTRACTOR to extend the term of the Contract and to modify certain provisions.

NOW THEREFORE, COUNTY and CONTRACTOR hereby agree to amend this Contract as follows:

- I. This Amendment shall commence and be effective on March 31, 2013.
- II. Contract, Part 4.0, Term of Contract, is revised by adding subparagraph 4.1.1 as follows:
  - 4.1.1 This contract shall be extended on a month-to-month basis not to exceed nine months from April 1, 2013 through December 31, 2013, unless notice is given by COUNTY to CONTRACTOR ten calendar days prior to the start of any such month that it shall not be extended for the upcoming month.
- III. Contract, Part 5.0, Contract Payment, Section 5.1, Maximum Contract Amount, Subsection 5.1.1, is deleted in its entirety and replaced as follows:
  - 5.1.1 The total not-to-exceed maximum Contract amount is \$\_\_\_\_\_ which includes \$\_\_\_\_\_ for direct GROW services and \$225,000 for the maximum bonus compensation amount for the entire term of this Contract. The Maximum not-to-exceed annual or semi-annual basic compensation amount for direct GROW services for each of these Contract periods (which do not include the bonus payment) shall be as follows:

IV. Contract, Attachment XX, CONTRACT BUDGET, for the period of April 1, 2013 through December 31, 2013 is attached hereto and incorporated herein by reference.

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Except for the changes set forth hereinabove, this Contract shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Seven to be subscribed on its behalf on the \_\_\_\_ day of \_\_\_\_\_, 2013 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
Sheryl L. Spiller, Director  
Department of Public Social Services

\_\_\_\_\_  
Date

**CONTRACTOR**

By \_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

JOHN KRATTLI  
**COUNTY COUNSEL**

By \_\_\_\_\_  
Melinda White-Svec  
Deputy County Counsel

\_\_\_\_\_  
Date

**GROW ORIENTATION, RAPID EMPLOYMENT AND PROMOTION AND  
JOB SKILLS PREPARATION CLASS SERVICES CONTRACT EXTENSION  
AMOUNTS FOR PERIOD OF  
APRIL 1, 2013 THROUGH DECEMBER 31, 2013**

<b>Agency</b>	<b>DPSS GROW Sites</b>	<b>Total nine-month extension cost</b>	<b>Total Bonus Provision Allowance</b>	<b>New Contract Maximum (9 Month)*</b>
Jewish Vocational Service	Lancaster Rancho Park Glendale San Fernando	\$242,352 \$264,429 \$141,444 <u>\$157,356</u> <b>\$805,581</b>	\$22,500	\$828,081
Los Angeles County Office of Education	South Special South Central Southwest Special	\$738,783 \$420,480 <u>\$755,856</u> <b>\$1,915,119</b>	\$22,500	\$1,937,619
Managed Career Solutions, Inc.	Wilshire Special Pasadena	\$192,699 <u>\$171,612</u> <b>\$364,311</b>	\$22,500	\$386,811
Weingart Center Association	Civic Center Metro Special	\$371,934 <u>\$616,860</u> <b>\$988,794</b>	\$22,500	\$1,011,294
<b>TOTAL</b>		<b>\$4,073,805</b>	<b>\$90,000</b>	<b>\$4,163,805</b>

\* This does not include additional service sites (Metro East, San Gabriel Valley and Pomona) that maybe added.